

Single Family Start Up and Step Up Documents Upload
Single Family Standard Application Request for Proposal (SF RFP) Upload
Single Family Homeownership Education, Counseling and Training Fund (HECAT) Upload
Single Family Rehabilitation Loan Program (RLP) Upload

Instructions

The Single Family Secure Upload Tool allows lenders, administrators, and counselors a fast and easy way to securely submit their documents for Start Up and Step Up, application materials for the Single Family RFP and HECAT as well as their loan documentation for the Rehabilitation Loan Program.

Minnesota Housing no longer accepts faxed interim forms for the Start Up and Step Up programs, faxed or emailed application materials for the Single Family RFP or HECAT, or emailed loan documentation for the Rehabilitation Loan Program.

1. On Minnesota Housing's website login page (<http://www.mnhousing.gov/login/index.aspx>), click on **Single Family Secure Upload Tool**.

The screenshot shows the Minnesota Housing Finance Agency website. At the top, there is a banner with the Minnesota Housing logo and the text "Celebrating 40 years of affordable housing." Below the banner is a navigation bar with links for Home Buyers, Lending & Funding Partners, Developers, Owners, Homelessness/Housing Assistance, and Applications & Resources. The main content area is titled "Secure Login Page" and includes a "Quick Links" sidebar with links to Rent & Income Limits, Home Cost Limits, News Room, About Us, Frequently Asked Questions, Driving Directions, and Employment Opportunities. The main content area also features a "Single Family Applications" section with a link to the "HDS SF Web Application" and a "Single Family Secure Upload Tool" section. The "Single Family Secure Upload Tool" section states that this tool allows organizations to submit the following: Start Up and Step Up documents, Single Family RFP application materials, HECAT application materials, and Rehabilitation Loan Program commitment and disbursement documentation. It also mentions that functional issues with the tool may occur if it is not run in compatibility mode with Internet Explorer versions 8 and 9, and that the tool currently supports Internet Explorer version 7.

Minnesota Housing
Finance Agency

Celebrating 40 years of affordable housing.

Home Buyers
Home Owners
Renters

Lending & Funding Partners
Real Estate Professionals
Home Buyer Educators

Developers, Owners
Management Agents
Architects & Builders

Homelessness/Housing Assistance
Emerging Markets
Local Governments

Applications & Resources
Training & Tech

Home > Login

Quick Links

- Rent & Income Limits
- Home Cost Limits
- News Room
- About Us
- Frequently Asked Questions
- Driving Directions
- Employment Opportunities

Secure Login Page

Single Family Applications

[HDS SF Web Application](#)

Users may experience functional issues (such as cannot add a borrower or open a loan) within the HDS SF Web Application if Users have modified their default Internet Explorer 9 (IE9) settings. These functional issues will be resolved by [restoring the IE9 default settings](#).

For further assistance, please contact the Help Desk at 651.296.8215 or 800.710.8871 between the hours of 7:30 a.m. to 5:00 p.m. Monday - Friday.

[Single Family Secure Upload Tool](#)

This tool allows organizations to submit the following:

- Start Up and Step Up documents
- Single Family RFP application materials
- HECAT application materials
- Rehabilitation Loan Program commitment and disbursement documentation

Functional issues with the Single Family Secure Upload Tool (such as users not receiving the "Successfully Uploaded" confirmation message after uploading, etc.) may occur if the Upload Tool is not run in [compatibility mode](#) (with Internet Explorer versions 8 and 9). The Secure Upload Tool currently supports Internet Explorer version 7.

2. Enter your E-Mail address, agree to the Terms and Conditions, then click on Sign In.

The screenshot shows a login form titled "Welcome to the Single Family Upload Utility". It contains an "E-Mail Address" input field with the text "jane.doe@nonprofit.com". Below the input field is the text "Please enter your email address to continue". There is a checkbox labeled "I agree to the Terms and Conditions" which is checked. A "Sign In" button is located below the checkbox. At the bottom of the form, there is a disclaimer: "By accessing and logging into the secure upload utility, I hereby certify that I am authorized partner of Minnesota Housing and that unauthorized access is prohibited by law." Below the form, there are links for "Terms of Service", "Privacy Policy", "Instructions", and "Contact Us".

3. Once logged in, enter appropriate information in Organization Name.

Please note: Do not include any punctuation in your Organization Name, such as a period or a comma.

For Start Up or Step Up: Enter your Organization Name, the borrower last name, and the name of the document. (Example: BestBank Smith Interim Commitment)

For Single Family RFP or HECAT: Enter your Organization Name and SF RFP or SF HECAT as applicable. Abbreviate the organization name if necessary. (Example: MN Nonprofit CO SF RFP)

For RLP: Enter Organization Name, the borrower last name, and RLP. (Example: Minnesota CAP Smith RLP)

The screenshot shows the dashboard of the "Minnesota Housing Secure Upload Utility". It displays a welcome message: "Welcome, jane.doe@nonprofit.com". There is a link for "? Instructions". A red box highlights the "Organization Name" input field, which contains the text "MN Nonprofit Co SF RFP". Below this field is a redacted line of text: "REQUIRED. Please enter your associated development name or organization name". Under the heading "Allowed File Types:", there is a list of file types: Word Document (.doc/.docx), Rich Text Format (.rtf), Adobe PDF (.pdf), Excel Spreadsheet (.xls/.xlsx), Excel Spreadsheet Template (.xlt), Comma Separated Spreadsheet (.csv), JPEG Image (.jpg), and GIF Image (.gif). At the bottom, there is a section titled "Please Select Files" with two input fields and "Browse..." buttons.

4. See allowed file types on the Upload page.
Please note: The RFP Standard Application and Supplements must be sent as Word document file types only.
5. To select a file for upload, click on the Browse button. Name each attachment so it is easily distinguished from the other attachments (Attachment A, Attachment B, etc.). You will be selecting files from your local hard drive or network.
6. To select additional files, click the Browse button on the next line.
7. Once all files are selected, click on the Upload Files button.



H:\MN Nonprofit Co SF RFP Attachment B.pdf

[Log Out](#)

8. A box will appear confirming All files successfully uploaded.



Minnesota Housing Secure Upload Utility

Welcome, **jane.doe@nonprofit.com** [? Instructions](#)

Successfully Uploaded: mn nonprofit co sf rfp application.doc
Successfully Uploaded: mn nonprofit co sf rfp attachment a.doc
Successfully Uploaded: mn nonprofit co sf rfp attachment b.pdf